

ADMINISTRATIVE - INTERNAL USE ONLY

1 July 1964

MEMORANDUM FOR:

SUBJECT : Office of Logistics Improvement Program

1. The Office of Logistics has the extremely important mission of providing worldwide logistical support to all components of the Agency. We are constantly making improvements and enhancing our ability to do a better job; however, I believe you will agree with me that we can do better. With this thought in mind, I urge you to participate in our Office of Logistics Improvement Program for fiscal year 1965, which will commence on 1 July 1964. Our slogan will be "Come Alive in '65."

2. a. The success of our program will depend on you. You must convince your employees that you want their ideas and will recognize their contributions. You as an effective supervisor cannot be passive or indifferent. Don't sit around and wait for employees to look for improvement ideas - tell them about problem areas, lost time, waste, confusion, poor performance, etc. You are in the best position to know about such problems - where improvements are needed or desired. Improvements will make the employee's job easier, and, incidentally, yours too.

b. I know that some supervisors have the feeling that improvements suggested by their employees reflect failure on the part of the supervisor. For this reason, he might not encourage or even resist suggestions from his employees. Employee improvement suggestions do not reflect poor supervisory leadership. One of the most important things you can do is to make sure your employees are convinced that you believe in the program and that you want ideas. Be clear, positive and consistent about this.

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c. Everyone benefits when suggestions are submitted. The employee gains recognition, rewards and personal satisfaction. You gain the cooperation and respect of employees and the final credit for better results of your unit. The Agency and the taxpayer gain from better service, more efficient operations and reduced costs.

3. I am sure that your analysis of problems within your immediate area of responsibility will lead to many suggestions for improvements and these should be tackled first.

4. a. The Office of Logistics has maintained a good record in the past in submission and acceptance of improvement ideas. This record is summarized below:

<u>FISCAL YEAR</u>	<u>SUGGES- TIONS RE- CEIVED</u>	<u>SUGGES- TIONS A- DOPTED</u>	<u>ADOPTION RATE</u>	<u>TOTAL AWARDS PAID</u>	<u>FIRST YEAR SAVINGS</u>
'62	24	10	41.7%	\$ 630	\$ 7,476
'63	17	10	58.8%	2,322	19,260
'64	16	7	43.8%	1,045	28,180

b. Detailed progress reports on our FY 1965 Logistics Improvement Program will be furnished quarterly.

COME ALIVE IN '65!!!

STATINTL

Director of Logistics

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24 June 1964

C O M E A L I V E I N ' 6 5

Bulletin No. 1

We in the Office of Logistics have a big job to do . . . that of providing logistical support to all Agency activities and programs. The costs of providing this service are great. We believe that creative thinking on the part of all employees will lead to better methods, cost reduction, and certainly will make our job easier. In order to better accomplish our mission in fiscal year 1965, an Office of Logistics Improvement Program has been initiated. The slogan will be "Come Alive in '65." All Office of Logistics employees are invited and encouraged to participate.

The Director of Logistics has urged each supervisor to actively participate in the program. Employees should feel free at any time to consult with their supervisor in connection with ideas which they believe will make a contribution to our program.

This program is one in which everyone will be a winner!!!!

- a. Employees will gain recognition, rewards, and personal satisfaction.
- b. We all will gain cooperation and inspiration for a job better done.
- c. The Agency will gain from better service, more efficient operations, and reduced costs.
- d. As an extra incentive, each employee who submits a creative idea or suggestion, which is considered significant enough for evaluation, will be immediately awarded a President John F. Kennedy Half Dollar suitably mounted.

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Final evaluation can lead to further cash awards!!!!

Attached is a flier which contains items on eligible and ineligible suggestions.

Here are some tips on how to make better suggestions:

- a. You don't need a great deal of job experience to be able to spot places where suggestions can be made. A new person on a job has the advantage of seeing things from a fresh viewpoint.
- b. Lots of suggestions grow out of annoyances in the daily routine. Often a simple idea will correct the trouble. You get a chance to earn an award, and you help make work easier for others around you.
- c. A good idea may go to waste if it is presented poorly. If you're unsure of your wording, let your supervisor have a look at the idea before you submit it. Often he can help make your suggestion better. Also, his advice should help you in the future.
- d. In presenting your ideas, give some background of the job involved, show the procedure to be changed, explain your suggestion, and show how you feel it will bring about a saving or other benefits to the Office of Logistics.
- e. When you transfer from one section or division to another, bring your ideas with you. Experience on one job is bound to help you get ideas in succeeding jobs. When you receive a new assignment, see how it relates to other work you have done.
- f. Even when an idea is rejected, it isn't a total loss. The Agency Suggestion Awards Committee sends you a letter telling why your idea can't be used. This information often helps you to learn more about your job and is bound to help you to make better suggestions the next time.

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Your suggestions should be submitted to the Office of Logistics Improvement Program Committee, Room 1326 Quarters Eye, on Agency Employee Suggestion Form No. 244. The committee will immediately acknowledge your suggestion, determine eligibility for the President Kennedy Half Dollar award, and forward the suggestion to the Agency Suggestion Awards Committee for final evaluation.

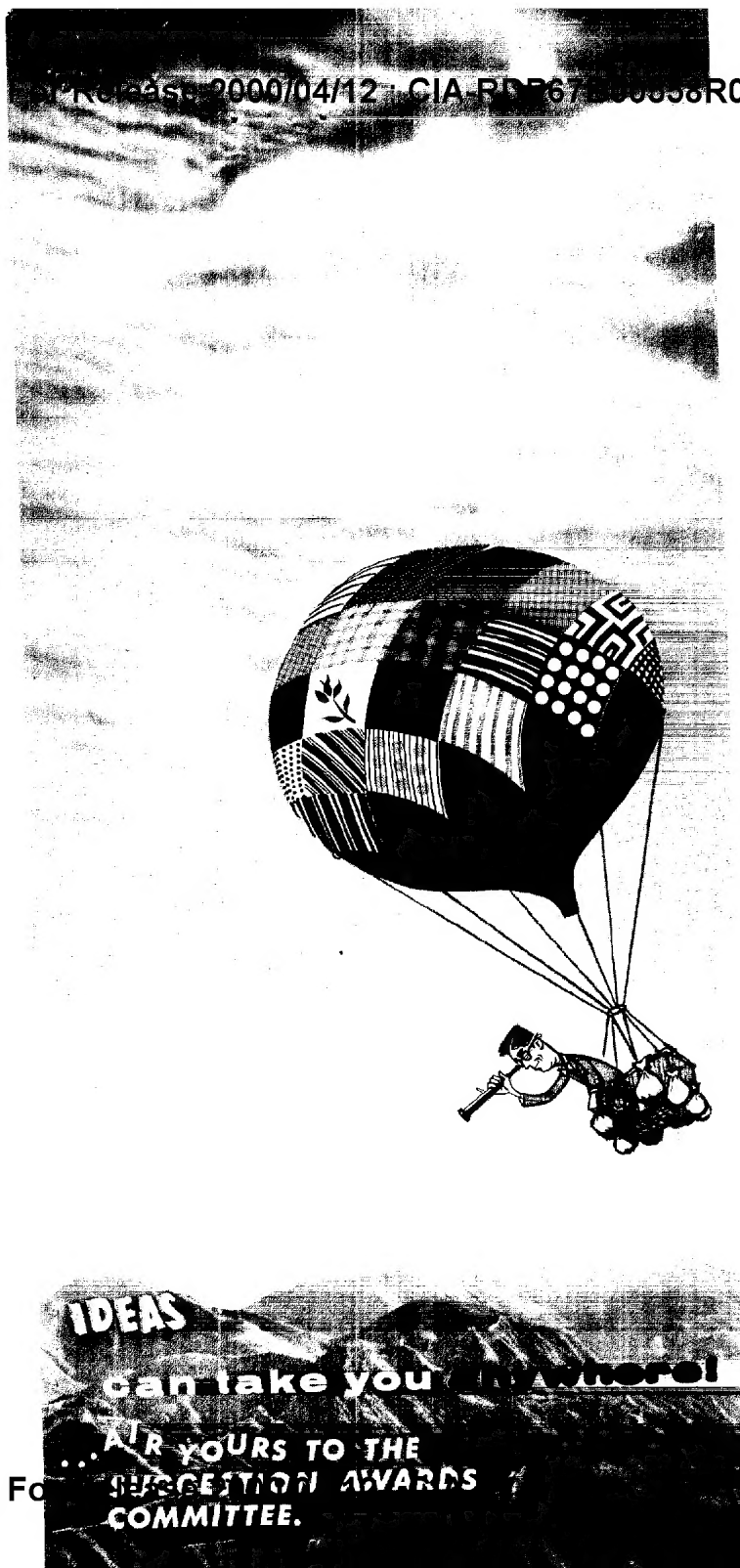
Attachment:

As stated

DISTRIBUTION: ALL OFFICE OF LOGISTICS EMPLOYEES

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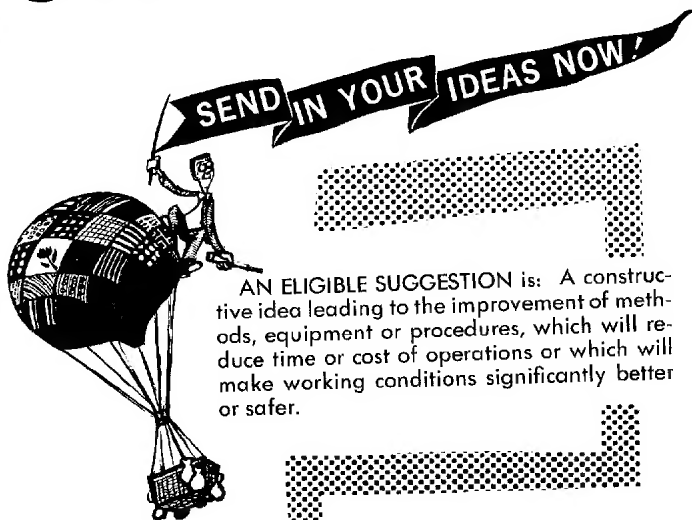
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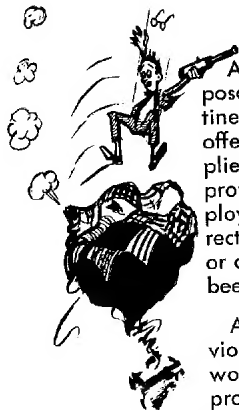
Approved For

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## *ideas* can take you anywhere



AN ELIGIBLE SUGGESTION is: A constructive idea leading to the improvement of methods, equipment or procedures, which will reduce time or cost of operations or which will make working conditions significantly better or safer.



AN INELIGIBLE SUGGESTION is: A proposal which calls attention to a need for routine maintenance or repair; a problem which offers no specific solution; a request for supplies or equipment; a proposal for minor improvement in working conditions that the employee or his immediate supervisor could correct through normal administrative channels, or an idea which has, as a matter of record, been previously considered.

A proposal will not be evaluated if it is obvious that the potential benefits, if adopted, would not be sufficient to offset the cost of processing. Such proposals, however, will continue to be referred to the proper office for information and action if appropriate.

**SEND IN YOUR SUGGESTIONS  
THROUGH YOUR SUPERVISOR  
OR DIRECT TO YOUR**

**SUGGESTION AWARDS COMMITTEE**